

## **12. ANNUAL REPORT OF THE DUE DILIGENCE PANEL 2018/19**

### **1. Purpose of the report**

To inform Members of the items considered by the Due Diligence Panel over the past 12 months.

#### **Key Issues**

- **The Panel have considered 4 items during the past 12 months and these are detailed in the report.**

### **2. Recommendation**

**That the items considered by the Due Diligence Panel over the last 12 months, as set out in paragraphs 9 and 10 of the report, be noted.**

#### **How does this contribute to our policies and legal obligations?**

3. This work contributed to achieving the following corporate objectives for 2016/19:
- Directional Shift Grow Income – Diversifying and growing our funding, building on our valued government grant
    1. Increase our income from giving
    2. Achieve our commercial programme income targets
    3. Develop/establish sponsorship relationships
    4. Secure external funding for major programme and partnership delivery
  - Cornerstone Our Organisation – Developing our organisation so we have a planned and sustained approach to performance at all levels
    1. Develop and maintain appropriate standards of corporate governance
    2. Implement our medium term financial plan
    3. Develop key business processes underpinning the Corporate Strategy.
4. This work contributes to our Corporate Strategy 2019-24 Outcome “The Peak District National Park Authority is an agile and efficient organisation”.

#### **Background Information**

5. The Due Diligence Panel was set up as part of the Authority’s Policy on Working with Businesses, Organisations, Individuals and Groups of Individuals on Sponsorship, Philanthropy and Legacies agreed at the Authority meeting on 3 October 2014.
6. Since then the role and decision making of the Panel has been updated twice and checklists for officers to use for prospective proposals produced. The role and decision making outcomes of the Panel are:
1. To confirm whether it is appropriate to develop a relationship which has a financial value of £5,000 or more (actual or in kind) with the proposed interested party (or parties)
  2. To confirm sufficient material has been provided to make a

judgement or to refer back to the proposer if more information is needed

3. To advise if mitigation action is required in light of risks identified by the proposal or the Panel in order for development of the relationship to proceed.
7. In accordance with the agreed Policy all decisions made below the £5,000 threshold are:
  - a. Recorded through the finance system where a financial transaction is made – with report being made every six months by the Head of Finance to the Due Diligence Panel for review.
  - b. reported to the Democratic and Legal Support Team for recording on a register where the transaction is an in-kind transaction with a report being made every six months to the Due Diligence Panel for review.
8. The Panel began meeting in November 2015 and holds quarterly meetings but can be convened as necessary. The current members of the Panel are the Monitoring Officer (as Chair), Director of Commercial Development and Engagement, Chief Finance Officer and Mr James Berresford (with Cllr Chris Furness as deputy Member).

### **Proposals**

9. The Committee is asked to note the following items that have been considered and decided on by the Due Diligence Panel in the past 12 months:
  - An unconditional legacy of 5% of the residual estate of a deceased person.
  - Funding offer from Yorkshire Water Authority for printing of the first Miles Without Stiles handbook and design and publication of the second handbook for a period of up to 5 years.
  - Donation offer from National Grid PLC towards the Moors for the Future Mancunian Mill to Moor project.
  - An extension from 2021 to 2026 of the current 5 year sponsorship agreement between Tarmac and the Authority to deliver conservation works on the ground through support to the Conservation Volunteers Assistant post of £23,000 plus VAT per year (£115,000 over the 5 year programme).
10. The Committee is also asked to note that the Panel reviewed the financial and in-kind registers of sponsorships and donations every 6 months in March and October 2019. The Panel agreed to split the in-kind register to show benefits to staff separately.

### **Are there any corporate implications members should be concerned about?**

#### **Financial:**

11. Any financial risks of individual proposals are considered as part of the Due Diligence process.

#### **Risk Management:**

12. Any risks related to individual proposals are considered as part of the Due Diligence process and addressed accordingly.

**Sustainability:**  
13. Any sustainability issues of individual proposals are considered as part of the Due Diligence process and addressed accordingly.

**Equality:**  
14. Any equality issues of individual proposals are considered as part of the Due Diligence process and addressed accordingly.

**15. Background papers (not previously published)**

None

**16. Appendices**

None.

**Report Author, Job Title and Publication Date**

Ruth Crowder, Democratic and Legal Support Officer, 28 November 2019.